

VOLUNTOWN PUBLIC LIBRARY  
PO Box 26 107 Main Street  
Voluntown, CT 06384

LIBRARY COMPUTER INTERNET USE PROCEDURES

Voluntown Public Library is pleased to offer Internet access to its patrons as part of its mission to provide a learning resource for the community.

1. All patrons who want to access the Internet on a library computer must sign in at the circulation desk, and sign out when finished.
2. Catalog computers do not require patron sign in.
3. The user is responsible for any and all damage to the computer and peripherals. The fees will be based on repair and/or replacement costs.
4. Computer use is limited to 30 minutes when others are waiting. If no one waiting, your time may be extended to one hour. Computer reservations may be scheduled in advance, either in person or by telephone.
5. Periodic downtimes are occasionally necessary for maintenance, technical difficulties, staff use, and during library programs.
6. Limited computer assistance is available. Appointments may be scheduled with the Library Director for computer classes or individual tutorials in Internet Searching, Library Catalog, and Word Processing.
7. Printing is available at a per page fee. Consult the Library Director for information.
8. Patrons wishing to save documents may purchase flash drives at the circulation desk for a small fee or save files to their own device.
9. Minors using the Internet must submit a consent form signed by a parent or guardian before using the library computer facility.
10. The library reserves the right to suspend or cancel privileges of any individual who fails to comply with the above stated procedures.

Revised: 11/26/04  
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